

**REGULAR MEETING OF THE COMMON COUNCIL  
OF THE CITY OF PLATTSBURGH, NEW YORK**

August 1, 2019

**5:30 P.M.**

**MINUTES**

**Pledge of Allegiance  
(RC)**

**Present:** Mayor Colin Read, Councilors Rachelle Armstrong (W1), Elizabeth Gibbs (W3), Peter Ensel (W4), Patrick McFarlin (W5), Jeff Moore (W6)

**Absent:** **Councilor Mike Kelly (W2)**

\*\*\*\*\*

**MAYOR'S COMMENTS:** mentioned Ms. Desotelle spoke earlier about website design, indicated working on website design and may be able to work with Clinton County on website. Also, working on one place where people can lodge concerns and have a database to track. Mentioned a site NY City has called "NYC311" and possibly Plattsburgh could have a "PBG311."

\*\*\*\*\*

**1. MINUTES OF THE PREVIOUS MEETING:**

**RESOLVED:** That the Minutes of the Regular Meeting of the Common Council held on July 25, 2019 are approved and placed on file among the public records of the City Clerk's Office

By Councilor Gibbs; Seconded by Councilor Armstrong  
(All in Favor/opposed)

Roll call: Councilors Armstrong, Gibbs, Ensel, McFarlin, Moore  
(All voted in the affirmative)

\*\*\*\*\*

**2. PAYROLLS OF VARIOUS DEPARTMENTS:**

**RESOLVED:** That the payrolls of the various Departments of the City of Plattsburgh for the week ending July 31, 2019 in the amount of \$ 498,180.76 are authorized and allowed and the Mayor and the City Clerk are hereby empowered and directed to sign warrants drawn on the City Chamberlain for the payment thereof.

By Councilor Gibbs; Seconded by Councilor Moore  
(All in Favor/opposed)

Roll call: Councilors Armstrong, Gibbs, Ensel, McFarlin, Moore  
(All voted in the affirmative)

\*\*\*\*\*

**3. REPORTS OF CITY OFFICES & COMMITTEE REPORTS:**

- Report from the Building Inspector's office for the week of July 24 - 30, 2019
- Minutes from the Public Safety Committee held on July 25, 2019
- Report of Fire and Ambulance Responses for the week of July 23 - 29, 2019
- Report from Animal Rescue Welfare Services dated July 30, 2019

• **COUNCILOR/DEPARTMENT CHAIR COMMITTEE REPORTS:**

**Governance, Strategy, and City Operations-** Chair Councilor Armstrong indicated met tonight, had a presentation by a subcommittee of the Livable Community Advisory Committee, received updates from Director of Community Development Matthew Miller and asked that his report be made part of the minutes of this meeting.

**City Infrastructure** – Chair Councilor Moore met today with DPW on budget strategies. Mayor Read indicated he is working on his budget and should be out some time this month.

**Finance and Budget** – Chair Councilor Kelly absent. Councilor Moore indicated they are continuing to work with all departments on strategy on 2020 budget and 5 year plan.

**Public Safety** – Chair Councilor Gibbs indicated no updates.

**Plattsburgh Public Library** – Chair Councilor Ensel indicated no updates.

**MLD - MLD Board President Councilor McFarlin** indicated no updates.

**RESOLVED:** That the reports as listed are hereby ordered received and any written reports are placed on file among the public records of the City Clerk’s Office.

By Councilor Armstrong; Seconded by Councilor Gibbs  
(All in Favor/opposed)  
Roll call: Councilors Armstrong, Gibbs, Ensel, McFarlin, Moore  
(All voted in the affirmative)

\*\*\*\*\*

**4. CORRESPONDENCE OR RECOMMENDATIONS FROM BOARDS: None**

\*\*\*\*\*

**5. AUDIT OF CLAIMS:**

**RESOLVED:** That the bills Audited by the Common Council for the week ending August 2, 2019 in the amount of \$ 625,590.45 are authorized and allowed and the Mayor and City Clerk are hereby authorized and directed to sign warrants drawn on the City Chamberlain for the payment thereof.

By Councilor Gibbs; Seconded by Councilor Moore  
(All in Favor/opposed)  
Roll call: Councilors Armstrong, Gibbs, Ensel, McFarlin, Moore  
(All voted in the affirmative)

\*\*\*\*\*

**6. PERSONS ADDRESSING COUNCIL ON AGENDA ITEMS ONLY: None**

\*\*\*\*\*

**7. OTHER ITEMS:**

**A. RESOLVED:** In accordance with the request therefore the Common Council approves establishing

the following minimum fee schedule for requests to use the following City of Plattsburgh property:

Cones	\$ 1.00	each cone/per event
Barricade	\$ 5.00	each barricade/per event
Staging	\$ 10.00	each 4 x 8 section/per event
Trailer Stage	\$ 200.00	per event

By Councilor Ensel; Seconded by Councilor Gibbs

Discussion: Yes

**Motion to Amend Resolution**

By Councilor Ensel; Seconded by Councilor Gibbs

Roll call: Councilors Armstrong, Gibbs, Ensel, McFarlin, Moore  
(All voted in the affirmative to Amend Resolution)

**RESOLVED:** In accordance with the request therefore the Common Council approves establishing the following minimum fee schedule for requests to use the following City of Plattsburgh property. In addition to minimum fee schedule, the city may also require reimbursement for actual labor costs incurred by city employees for the accommodation, set up, delivery, and/or retrieval of city property.

Cones	\$ 1.00	each cone/per event
Barricade	\$ 5.00	each barricade/per event
Staging	\$ 10.00	each 4 x 8 section/per event
Trailer Stage	\$ 200.00	per event

**Motion to Table**

By Councilor McFarlin; Seconded by Councilor Ensel

Roll call: Councilors Armstrong, Gibbs, Ensel, McFarlin, Moore  
(All voted in the affirmative to Table Resolution)

**ACTION TAKEN:** Tabled

Follow up Action: None

\*\*\*\*\*

**B. RESOLVED:** In accordance with the request therefore the Common Council approves Adirondack North Country Gender Alliance to hold a March (utilizing sidewalks) and festival from 12:00pm to 4:00 pm on Saturday, October 5, 2019. The march would travel on Margaret Street to Broad Street to Oak Street to Court Street returning to Trinity Park for festival. The group is requesting power in Trinity Park and there will be vendors and tents in Trinity. A utility fee of \$20 for electricity, a certificate of insurance for event and vendors, portopottys, dig safe permits, and health department requirements for vendors are required.

By Councilor Armstrong; Seconded by Councilor Gibbs

Discussion: Yes

Roll call: Councilors Armstrong, Gibbs, Ensel, McFarlin, Moore  
(All voted in the affirmative)

**ACTION TAKEN:** Adopted

Follow up Action: None

\*\*\*\*\*

**C. RESOLVED:** In accordance with the request therefore the Common Council approves Susan Pellerin (Seton Catholic School) to hold a 5K Run/Walk and 1 Mile Fun Run from 12pm-3pm on October 6th, 2019. Request to use the following roads: US Oval, Club Road, Hamilton Street, Jay Street, Terry Gordon Bike Path, Nevada Oval, Ohio Avenue. Insurance certificate is required.

By Councilor Gibbs; Seconded by Councilor McFarlin

Discussion: None

Roll call: Councilors Armstrong, Gibbs, Ensel, McFarlin, Moore  
(All voted in the affirmative)

**ACTION TAKEN:** Adopted

Follow up Action: None

\*\*\*\*\*

**D. RESOLVED:** In accordance with the request therefore the Common Council approves Special Olympics New York to hold an event known as the “Plattsburgh Polar Plunge” at the Plattsburgh Municipal Beach from Friday, November 9, 2019 through Saturday, November 10, 2019. The group is requesting access to City power and there will be food vendors at the Beach. A utility fee of \$20 for electricity, a certificate of insurance for event and vendors, and porta pottys are required. The group will have an ambulance available the day of the event and members of local law enforcement have volunteered as security.

By Councilor Ensel; Seconded by Councilor McFarlin

Discussion: None

Roll call: Councilors Armstrong, Gibbs, Ensel, McFarlin, Moore  
(All voted in the affirmative)

**ACTION TAKEN:** Adopted

Follow up Action: None

\*\*\*\*\*

**E. RESOLVED:** In accordance with the request therefore the Common Council approves SUNY Police to divert and direct one-way traffic in a westerly direction (as in past school years) on Rugar St between the Myers Building roadway/Rugar Street intersection and the intersection of Sanborn Avenue/Rugar Street out to Park Avenue from Friday, August 23, 2019 to Saturday, August 24, 2019 mid-day.

By Councilor Gibbs; Seconded by Councilor Ensel

Discussion: Yes

Roll call: Councilors Armstrong, Gibbs, Ensel, McFarlin, Moore  
(All voted in the affirmative)

**ACTION TAKEN:** Adopted

Follow up Action: None

\*\*\*\*\*

**F. RESOLVED:** In accordance with the request therefore the Common Council approves the City Chamberlain to revise capital project H8320.78 by transferring the funding for the line item of \$50,000

for water lateral pipe replacements and adding the \$50,000 funding from that line to the line for water meters for the electronic reading system, per the request from the Superintendent of Public Works.

By Councilor Ensel; Seconded by Councilor Gibbs  
Discussion: None  
Roll call: Councilors Armstrong, Gibbs, Ensel, McFarlin, Moore  
(All voted in the affirmative)  
**ACTION TAKEN:** Adopted  
Follow up Action: None

\*\*\*\*\*

**G. RESOLVED:** In accordance with the request therefore the Common Council approves the City Chamberlain to create capital project H5110.69, DRI Street Scape – River Front, for \$2.9 Million to be funded by a grant from the New York State Department of State.

By Councilor Armstrong; Seconded by Councilor McFarlin  
Discussion: None  
Roll call: Councilors Armstrong, Gibbs, Ensel, McFarlin, Moore  
(All voted in the affirmative)  
**ACTION TAKEN:** Adopted  
Follow up Action: None

\*\*\*\*\*

**H. RESOLVED:** In accordance with the request therefore the Common Council approves request from Clinton County Legislature to act as lead agency for legal review of Clinton County Government Center Parking Lot Rehabilitation and that Mayor be authorized to sign consent form.

By Councilor Armstrong; Seconded by Councilor McFarlin  
Discussion: None  
Roll call: Councilors Armstrong, Gibbs, Ensel, McFarlin, Moore  
(All voted in the affirmative)  
**ACTION TAKEN:** Adopted  
Follow up Action: None

\*\*\*\*\*

**I. RESOLVED:** In accordance with the request therefore the Common Council authorizes entering into an agreement for the services described in the July 26, 2019 CDM Smith Professional Engineering Services Proposal (made part of the minutes of this meeting) on a time and expense basis estimated to be \$26,100. The project will be funded from Capital Project H8320.73

By Councilor Ensel; Seconded by Councilor Moore  
Discussion: None  
Roll call: Councilors Armstrong, Gibbs, Ensel, McFarlin, Moore  
(Councilors Armstrong, Gibbs, Ensel and Moore voted in the affirmative. Councilor McFarlin abstained)  
**ACTION TAKEN:** Adopted  
Follow up Action: None

\*\*\*\*\*

**J.** Whereas, the City of Plattsburgh intends to file an application for funding from the Water Infrastructure Improvement Act (WIIA) for improvements to the City drinking water system; and

Whereas, the City has prepared a full Environment Assessment Form (EAF) to evaluate the potential impacts of the proposed action;

Whereas, pursuant to SEQR, the Common Council has determined the proposed action to be a Type 1 Action; and

Whereas, the proposed action requires the approval and/or involvement of several agencies, including but not necessarily limited to the Common Council, the Town Boards of the Towns of Plattsburgh and Beekmantown; the County and State Departments of Health, the Environmental facilities Corporation, NYS OPRHP, and the Department of Environmental Conservation;

Whereas, the Common Council desires to serve as Lead Agency for the purpose of conducting an environmental review of the proposed action in accordance with SEQR regulations; and

Whereas, the City intends to prepare and transmit a Notice of Intent to Serve as Lead Agency for the purpose of establishing itself as lead agency; and

Now, therefore, be it resolved, that upon review of the full EAF and transmittal of the Notice of Intent to Serve as Lead Agency, provided no other involved agency indicates a desire to serve as Lead Agency within thirty days of the date of this notice, the Common Council will serve in that capacity, in accordance with SEQR regulations to review this Type I action.

It is further resolved, that this resolution will be effective immediately.

**Motion to waive reading and move Resolution**

By Councilor Armstrong; Seconded by Councilor Ensel  
(All voted in favor of waiving reading and move Resolution)

Discussion: Yes

Roll call: Councilors Armstrong, Gibbs, Ensel, McFarlin, Moore  
(All voted in the affirmative)

**ACTION TAKEN:** Adopted

Follow up Action: None

\*\*\*\*\*

**8. TRAVEL REQUEST: None**

\*\*\*\*\*

**9. RESOLUTIONS FOR INITIAL CONSIDERATION: None**

\*\*\*\*\*

**10. NEW BUSINESS AND COUNCILOR REPORTS:**

**Councilor McFarlin** mentioned some constituent concerns of bikes riding on sidewalks especially where parklets are with waiters trying to deliver food to tables.

**Corporation Counsel Dean Schneller** indicated he would review code.

[further discussion ensued]

**Councilor Gibbs** asked Councilor to review reports for Police Department if they want anything else included and asked Corporation Counsel Schneller if he had any more information about banning, permitting fire pits in the city.

**Corporation Counsel Dean Schneller** mentioned he had discussed with Building Inspector McMahon about prohibition and there are concerns about enforcement. He would share those with Councilor Gibbs and speak further about.

[further discussion ensued]

\*\*\*\*\*

**11. CLOSING PUBLIC COMMENTS ON ANY TOPIC:**

**Scott Ruch of Tobacco Free Clinton Franklin Essex** spoke about enforcing no smoking on sidewalks, maybe develop a campaign for education of public and students will be cleaning up cigarette butts around city.

**Mayor Read** mentioned parking enforcement officer is also permitted to ticket sidewalk violations and perhaps more code enforcement after hours could be added in future.

[further discussion ensued]

**Councilor McFarlin** asked about possibility of placing recycling bins downtown especially during events.

\*\*\*\*\*

Motion to Adjourn by Councilor Gibbs; Seconded by Councilor Ensel

Roll call: Councilors Armstrong, Gibbs, Ensel, McFarlin, Moore

(All voted in the affirmative)

**MEETING ADJOURNED: 6:08 pm**

Memo: Community Development Common Council Update

From: Community Development Office

Date: 8/1/2019

CDO Update for Common Council (August 1st, 2019)

**Dock Street Redevelopment**

The Community Development Office is continuing efforts to demolish various structures at the current MLD location, to help prepare the area for future development. KAS is completing bid specifications and the project will go out to bid soon. The demolition is planned on occurring over the winter and being completed by early spring to keep in the grant schedule set by the NY Restore Grant. This action will complete the Dock Street Redevelopment project funded through the DRI, and then our office can submit for reimbursement. Our office is also exploring various options to help develop the Dock Street area, including the relocation of the Farmer's Market, potential options such as a dog park, splash pad, playground etc.

**Downtown Grant Program**

Currently there is one property out for bid, with 2 more soon to follow.

**21 Bridge Street** – Currently out for bid.

**47 Clinton Street** – Approved by the State to go out to bid.

**15 Clinton Street** – Approved by the State to go out to bid.

**55-59 Clinton Street** – Waiting for some final documentation, should be sent for State Review by the end of the week. Once that receives final approval it will go out to bid.

**33 Bridge Street** – Completed environmental testing, requires final SHPO approval and then can be moved for State Review and then out to bid.

**39 Bridge Street** – Same Property Owner as above and will be completed after 33 Bridge is finished.

**5 Bridge Street** – Currently in the engineering and environmental testing phase of the project.

**29-30 City Hall Place** – Dropped out of the program.

**68 Margaret Street** – Dropped out of the program.

**Streetscape Improvements & Riverfront Access**

Until the GEIS process is complete no physical work will be completed this year. However, Saratoga Associates will be able to prepare to be ready to make physical progress in the spring on the proposed "Arts Park".

Saratoga Associates has also been involved in weekly coordination meetings regarding the Durkee Street Redevelopment Project.

## Durkee Street Redevelopment

Today was the 30 day deadline for any potential interested party to contest the Common Council as lead agent in the SEQR / GEIS review process. Since no interested party contested the request, the Common Council will be the lead agency. Once lead agency status is finalized, the GEIS process can begin. The first step of the GEIS process is determine significance and a draft scoping session.

The project is also concurrently going through the planning and zoning boards, however no formal approvals can be made until a SEQR determination is completed.

## Marketing, Signage and Branding

The next steps towards completing other wayfinding and branding tasks are underway. Once designs are completed there will be another public engagement opportunity. Then BBG will be able to move forward with the purchasing and implementation of their work products. The goal is to have other banner marketing materials ready before the end of the calendar year. Other work products such as art installations and gateway signage will be completed in 2020.

## Parking

AEDA has completed the site plan for the Arnie Pavone Memorial Parking Plaza, bringing the total number of parking spaces for that lot to 109.

After further evaluation it was determined it may be possible increase the total number of new parking spaces in the Broad Street parking lot through adjustments, up from the 15 originally proposed. AEDA is currently completing the engineering work for that proposed Broad Street Lot expansion.

The County is currently working on their Oak Street Lot and will be going out to bid for the main campus lot renovations soon.

At the July meeting the PPAC decided to bring in the 3 RFP respondents for in-person interviews, which were conducted on Tuesday.

On August 13<sup>th</sup> the PPAC will continue forming recommendations towards developing a parking management system for the Common Council to act upon.

## CFA Grant Update

The City of Plattsburgh applied for several CFA grant opportunities in this year's CFA season.

- 1. City of Plattsburgh Master Plan for Harborside – \$109,965**

*Goal: Create a coordinated master development plan for the Harborside.*

- 2. City of Plattsburgh Climate Smart Communities Certification Actions - \$30,000**

*Goal: Bring on a technical consultant to assist the City complete a Government Operations GHG inventory, Climate Action Plan, Fleet Inventory, and Fleet Efficiency Policy.*

- 3. City of Plattsburgh's Commemoration Footbridge CSO Improvements - \$2,000,000**

*Goal: This is a water quality improvement project which will improve the hydraulic capacity of the Lower Saranac Footbridge sewer to reduce CSO event frequency. The project will also decrease the potential for an SSO due to failure of the gravity pipe which has been threatened by ice jam.*